

COLLIER STREET UNITED CHURCH
OFFICIAL BOARD MEETING MINUTES
Tuesday, October 24, 2017

Chair, Larry Murray, opened the meeting at 7:05 p.m. Welcome to Richard Floyd, Learning and Growing In Faith Rep. Rev. William Haughton offered the opening prayer.

Present: John Boer, Darcy Dolmage, Richard Floyd, Rev. Will Haughton, Rev. Hewitt Holmes, Christy Manuel, Donna Martin, Monica McArthur, Larry Murray, Lianne Patterson, Dorothy Ramsay, Anne Snell and Brian Young.

Regrets: Jean Cooke, Robert Murdock and Bev Stockdale

Corresponding Members: none

Declaration of Conflict of Interest: none

Consideration/Approval of Agenda:

Motion: Moved by John Boer, seconded by Donna Martin, that the agenda be approved as distributed. ***Carried***

Correspondence:

1. Letter from Evangelical Lutheran Church regarding a Survey of Seniors Programming. Larry Murray will prepare a draft response on behalf of Collier for review by Rev. William Haughton.
2. Letter from Painswick United Church – in light of the upcoming United Church restructuring Painswick would like to have a few Collier members meet with their 6-person board on November 19 or 26 to explore ways to do ministry together. Painswick partnered with Collier in the sponsorship of the Syrian Refugee family and helped raise some funding. Dorothy Ramsay and Rev. William Haughton (to be confirmed) plan to meet with the Painswick board members.
3. Proposal from Ken Hedges – Rev. William Haughton has communicated with Rev. Susan Eagle regarding scheduling the Presbytery presentation to Official Board at the November 2017 meeting or later.
4. Communication Box – Two communication forms have been received to date; 1 was anonymous. The signed enquiry asked about the former library and where the library resources reside. Larry Murray has responded that the library books are in storage. Discussion about the library included commentary that the former library seemed to include old volumes and some damaged books. Approximately 2-years ago, Rev. William Haughton reviewed all books in the library, removed about half of the books that were no longer current or relevant and simplified the method of lending; however use of the library did not increase. A small lending library could be set-up if the need is supported by the congregation. The congregation will be asked about their thoughts on the future of a library via an article in The Link. Rev. William Haughton and Larry Murray will discuss the Official Board bulletin board.

5. Presbytery has organized some gatherings and invited any churches to attend; one is in Kettleby this Saturday, October 28, 2017. Rev. Will Haughton is planning to attend; anyone interested in attending may liaise with him.

Consideration/Approval of Minutes – Official Board dated September 26, 2017 and Congregational Meeting of September 24, 2017 (for information):

Motion: Moved by Lianne Patterson, seconded by Anne Snell, that the minutes of the Official Board meeting of September 26, 2017 be approved as distributed. **Carried** The Minutes of the Congregational Meeting of September 24, 2017 were received for information.

Business Arising from Minutes and Reports

For Decision

f) Property Committee – John Boer

- i. Elevator – there is a company willing to test the hydraulic cylinder which goes about 30 feet into the ground however charges could be excessive. Alternatively Collier could hire a company for approximately \$2,500 to report on the status of that cylinder with the costs included in the 2018 Budget.

Motion: Moved by John Boer, seconded by Dorothy Ramsay, to hire a company within 6 months to report on the status of the elevator hydraulic cylinder with the costs to be included in the 2018 Budget. **Carried**

- ii. Hall Painting – UCW would like to freshen up and paint the hall and are willing to cover the costs. One written quote received earlier in 2017 for paint and labour to complete the hall painting was at a cost of \$4,000. The Property Committee is to review the project with the UCW, formulate a scope of work and forward a proposal for approval by Official Board at a future meeting.

- iii. Approval in principle for kitchen ventilation

The Property Committee recommends improving the ventilation system in the kitchen.

Motion: Moved by John Boer, seconded by Brian Young, to move forward with improving the kitchen ventilation with costs of approximately \$1,500 to be included in the 2018 Budget.

Carried

- iv. Approval of revised Purchasing Policy

Motion: Moved by John Boer, seconded by Brian Young, to approve the revised Purchasing Policy as written. **Carried**

v. Snow Clearing Contract for 2017/2018 season

Motion: Moved by John Boer, seconded by Monica McArthur, to retain the current Snow Removal Contractor, Clarkson Property Services, for the 2017/2018 season. The 2018 snow removal budget figure is to be set at \$10,000, anticipating two additional hauling charges during the season. **Carried**

b) Transition Team – Team-Building Plan

A team-building proposal for ministry staff with options and pricing has been received. Rev. William Haughton contacted Marg Van Herk-Paradis of Credence & Company, a firm experienced in ministry team building, effectiveness and coaching. There are 4 options presented:

- (1) Individual coaching of up to 1.5 hours each [\$1,100],
- (2) A 2-hour communication retreat [\$1,000],
- (3) Combination of individual coaching plus a 2-hour communication retreat [\$1,675], and
- (4) A communication workshop [\$900].

Travel costs are additional [estimated at \$153.60]. Total costs including travel are expected to be \$2,046.35. Funding of \$1,700 is available (Rev. William Haughton has committed \$1,200 of his 2017 study allowance and Todd McDonald, Toronto Conference, will provide \$500); balance of expense is \$346.35. Target completion of team building exercises within the next 6 months.

Motion: Moved by Christy Manuel, seconded by Anne Snell, to move ahead with team building option 3, with funding provided by Rev. William Haughton's 2017 study allowance [\$1,200] and from Toronto Conference [\$500] resulting in an expense of \$346.35. **Carried**

c) Finance Committee – Financial Reports dated 2017 09 30

Income and Expenses are running close to target as per the 2017 annual budget. The Balance Sheet is being worked on; there are outdated entries back to 2010 that require a paper trail. Target having a balance sheet completed for year-end 2017. 2018 Budget sheets are being distributed now and are to be returned Monday, November 13, 2017.

Motion: Moved by Monica McArthur, seconded by Donna Martin that the financial reports (Income of \$312,114.97 and Expenditures of \$378,756.80) as of September 30, 2017 be approved. **Carried**

A Financial Review is to be completed once Balance Sheet is finalized. More information will be provided in future.

d) Barrie Community Foundation Grant Application re: Godly Play Implementation and Children's Choir School

Motion: Moved by Christy Manuel, seconded by Darcy Dolmage that the Barrie Community Foundation Grant Application re: Godly Play Implementation and Children’s Choir School be approved as presented. **Carried.**

For Information:

- a) **Research Committee Follow-up** – OB Planning/Big Picture Discussion – Focus on Section 3 of “Thinking About Our Congregation” document – Rev. Will Haughton

Rev. William Haughton lead the board through an initial discussion of Section 3 of his document, “Thinking About Our Congregation”. Churches exist on an organic level – when they are healthy, they grow. It is more important for churches to focus on getting healthy, which has a side effect – growth. A healthy environment is when cells are differentiated but work well together and are connected. The opposite of being differentiated, is being anxious, where cells can project their anxiety onto others causing further damage to the system. Additional discussion to be scheduled at the next board meeting.

- b) **Ministry and Personnel (M & P) Report** – Darcy Dolmage
To date, M&P has received two letters; both have been addressed and responses sent.

- c) **Transition Team** – Christy Manuel
Transition Team is setting up meetings in the North and East zones for Hewitt to meet congregation members in a casual gathering in a home setting. Meetings in other zones will follow next year. Christy Manuel and Lianne Patterson are calling youth members for youth gatherings. The next Transition Team meeting is November 20, 2017.

- d) **Trustee Report** – Brian Young

Brian reported the following Trustee Accounts as of September 30, 2017:

RBC LINE OF CREDIT (-\$85,368.13)
RBC Account - \$294,177.01
RBC Account - \$261,449.71
Year to date: 6.45% gain

Capital Campaign

Capital Campaign – September 29, 2017 - \$129,428.99

- e) **Children & Youth Ministry** – Richard Floyd

Richard Floyd introduced himself to the board and provided a brief overview of his background and qualifications. Richard looks forward to working on the board, representing Children and Youth Ministry. There was a meeting with Children’s Program volunteers last week. The Youth area is important for Collier.

- f) **U C W** – Jean Cooke (absent) – no report.

- g) Presbytery – Robert Murdock (absent) – there is a Presbytery meeting scheduled in November. Commission work is continuing. Clergy are invited to the cluster meetings to see how congregations can work together on our strengths and on our shortcomings.

To facilitate efficiency, Official Board members are to provide a short written summary of pertinent information for their area one week in advance of each Official Board meeting (for the November 28, 2017 meeting, the written summary is to be sent to the board secretary by November 21, 2017). The secretary will include the written summaries along with the agenda and additional board materials to allow board members the time to review in advance of the meeting.

Motion to adjourn by John Boer at 9:53 p.m.

Closing Blessing – Rev. Hewitt Holmes

Next Meeting – Tuesday, November 28, 2017 at 7:00 p.m.

Chair, Larry Murray

Secretary, Lianne Patterson